

**All-Engineer Meeting
May 28, 2013**

Summary of Reassignment and Bumping Processes

Reassignment:

The goal of reassigning employees whose positions have been cut is to try to layoff the least senior employee(s) within a classification and thereby avoid the significant disruption that often accompanies the bumping process.

A. General:

- When it is determined that a position will be cut, management will endeavor to reassign the incumbent to another position within his/her classification, rather than issue that employee a layoff notice (which, in turn, would likely trigger a bumping process).
 - Reassignment of an employee will result in a less senior employee being displaced or laid off.
 - If it is determined that an incumbent whose position is being cut will not be reassigned, s/he will receive a layoff notification.
- If the reassignment results in displacing an employee who is not the least senior in the classification, management will endeavor to also reassign the displaced employee within the classification.
 - Again, the reassignment will result in a less senior employee being displaced or laid off.
 - If it is determined that the displaced employee will not be reassigned, s/he will receive a layoff notification.

B. How are reassignment decisions made?

- Considerations in determining a reassignment include:
 - Business needs of Division
 - Organizational Structure – current versus future
 - Can employee hit the ground running?
 - Did employee previously hold position?
 - Does employee currently supervise the position?
 - Stability of Position – i.e., we would like to minimize repeat reassignment and/or laying off the same individual, particularly if it is a person with high seniority.
 - Are the position duties/responsibilities changing due to organizational downsizing?
 - Risk – what liability/risk does this position, or decisions associated with the position, carry?
 - Expertise/specialties of the engineer whose position is being cut.
 - Expertise/specialties of the engineers in the positions for which a reassignment is being considered (Engineers aren't automatically interchangeable.)
 - Balancing the need to retain a high level of engineering expertise in a shrinking organization with retaining highly senior employees (not always one in the same).
 - Seniority – the reassignment process must result in a less sr. person being displaced/laid off in an effort to minimize bumping; the goal is to layoff the least senior employee in the classification if possible.

C. Who is making the decision?

- Team review and decision (including Division Section Managers, County Road Engineer, Deputy Director, Human Resource staff).
- If team cannot reach consensus, referred to Division Director.
- Team will utilize available information, including standardized resume/skill assessment form.
- Form completed, summarizing considerations for each reassignment.

D. Notification

- Employee will receive a letter notifying him/her of reassignment, the position, start date (if known), no probation, not grievable; Union will be copied.

Bumping:

A. General:

- Per Article 15 of CBA (attached), an employee who is being laid off will be notified 60 calendar days in advance of the layoff. This only applies to initial notification and does not apply to subsequent layoff due to bumping. Employees who are laid off as a result of bumping will receive a minimum 30 day notice.
- Employees have five (5) working days from the time of written notification of layoff to notify the County of his/her intent to exercise his/her bumping rights.
- "The County shall make a reasonable and rational determination in deciding whether or not an employee is qualified to bump into another position and whether the employee can achieve a satisfactory level of job performance within the probationary period."

B. What is considered in making "a reasonable and rational determination" about whether an employee is qualified to bump another employee?

- Employee's knowledge, skills and abilities reviewed and compared to knowledge, skills and abilities required for position show him/her to be qualified for the position.
- Is it believed that employee will successfully achieve a satisfactory level of job performance and perform the duties and responsibilities of the position within the probationary period?
- Are the position duties/responsibilities changing due to organizational downsizing?
- Risk – what liability/risk does this position or decisions associated with the position carry and how might that change by displacing the current incumbent.
- Expertise/specialties required for the position (Engineers aren't automatically interchangeable.)
- Is there available staff to train those who bump into positions?

C. Who is making the decision on whether an employee is qualified to bump?

- Team review and decision (including Division Section Managers, County Road Engineer, Deputy Director, Human Resource staff).
- If team cannot reach consensus, referred to Division Director.
- Team will utilize available information, including standardized resume/skill assessment form.
- Employee may be interviewed and/or tested.
- Form completed for each bumping analysis.

D. Notification

- Employee will be notified whether or not s/he was determined to be qualified to bump into another position, Union will be copied.
- Probationary period in new position will be applied.
- If Union disputes County determination, can file a grievance within 5 days of notification.

General questions regarding layoff processes? Contact Rebecca Hicks, Division Layoff Coordinator, 206-296-6509

Specific Questions related to Local 17A reassignment/bumping processes? Contact Meg Safranek, 206-296-8786